

Retention and Classification Report

Agency: Piute County (Utah). County Assessor (3118)

555 North 100 West
Junction, UT 84740
(435)577-2881

Records Officer

19022 *Appraisal cards

AGENCY: Piute County (Utah). County Assessor

SERIES: 19022

3

TITLE: Appraisal cards

DATES: ca. 1920-1972.

ARRANGEMENT: Numerical by serial number

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These records contain the complete information on the appraisal and assessment of real property. The envelopes contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets. Most are accompanied by photographs of the house.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 1.

AUTHORIZED: 08/04/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with

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(continued)

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APPRAISAL:

Administrative Historical

Tax appraisal cards are used to document decisions made by the assessor.

PRIMARY CLASSIFICATION:

Public All other information

SECONDARY CLASSIFICATION(S):

Private. Income data